

# **Instructions for Completing 5-Year Comprehensive Education Plan (5YCEP)**

**Summer 2009**

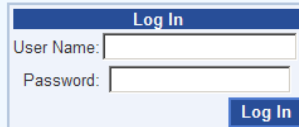


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Montana Office of Public Instruction  
[www.opi.mt.gov](http://www.opi.mt.gov)

# Instructions for Completing Five-Year Comprehensive Education Plan

- Go to <http://data.opi.mt.gov/5ycplan> or click the link on the Five-Year Comprehensive Education Plan web page.
- For assistance with creating your plan, contact Al McMilin at (406) 444-4436, Colet Bartow at (406) 444-3583 or Kris Goyins at (406) 444-0729
- For assistance with logging in or using the web application, call the Helpdesk at (406) 444-0087
- Login using the school or district CITRIX username and password. These are mailed to the district each June.

Single Schools in a district must login as the District login. This only applies to districts with one single school in the district.

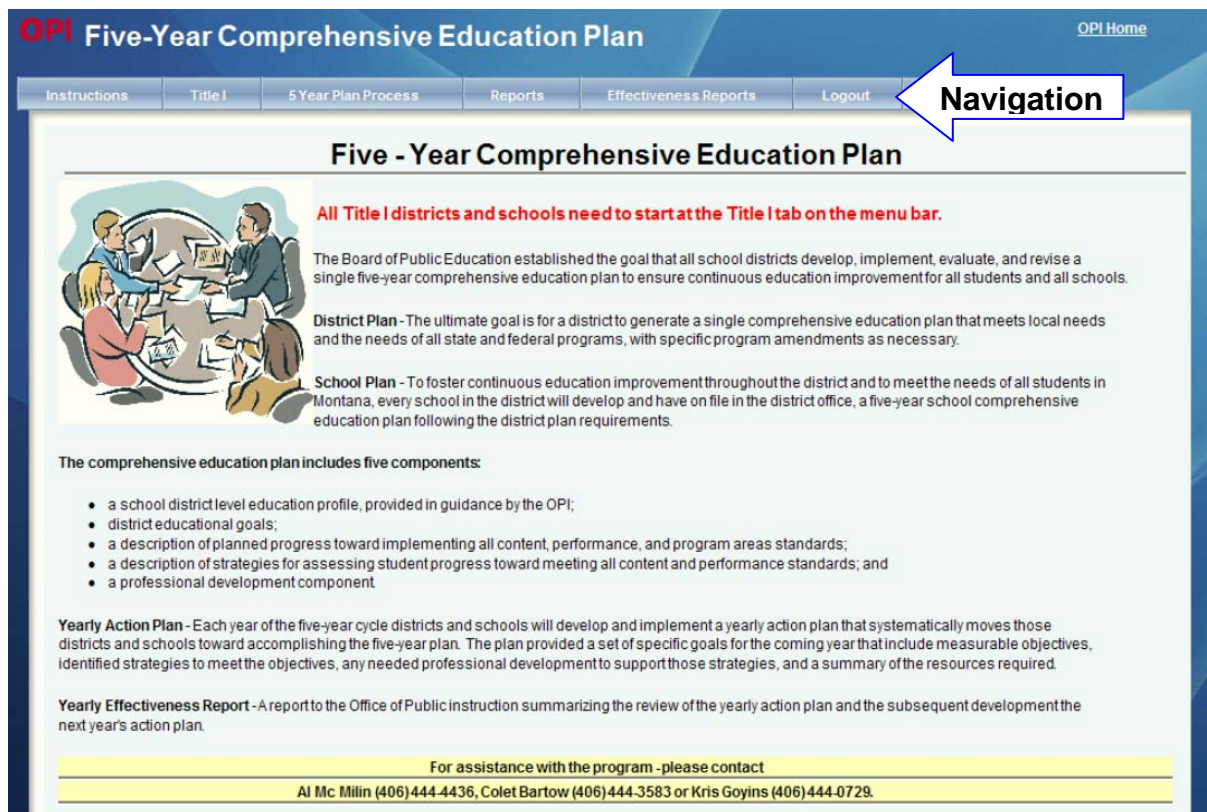


Log In

User Name:

Password:

Log In



**OPI Five-Year Comprehensive Education Plan** OPI Home

Instructions | Title I | 5 Year Plan Process | Reports | Effectiveness Reports | Logout

**Navigation** (arrow pointing to the menu bar)

### Five - Year Comprehensive Education Plan

**All Title I districts and schools need to start at the Title I tab on the menu bar.**

The Board of Public Education established the goal that all school districts develop, implement, evaluate, and revise a single five-year comprehensive education plan to ensure continuous education improvement for all students and all schools.

**District Plan** - The ultimate goal is for a district to generate a single comprehensive education plan that meets local needs and the needs of all state and federal programs, with specific program amendments as necessary.

**School Plan** - To foster continuous education improvement throughout the district and to meet the needs of all students in Montana, every school in the district will develop and have on file in the district office, a five-year school comprehensive education plan following the district plan requirements.

The comprehensive education plan includes five components:

- a school district level education profile, provided in guidance by the OPI;
- district educational goals;
- a description of planned progress toward implementing all content, performance, and program areas standards;
- a description of strategies for assessing student progress toward meeting all content and performance standards; and
- a professional development component

**Yearly Action Plan** - Each year of the five-year cycle districts and schools will develop and implement a yearly action plan that systematically moves those districts and schools toward accomplishing the five-year plan. The plan provided a set of specific goals for the coming year that include measurable objectives, identified strategies to meet the objectives, any needed professional development to support those strategies, and a summary of the resources required.

**Yearly Effectiveness Report** - A report to the Office of Public Instruction summarizing the review of the yearly action plan and the subsequent development the next year's action plan.

For assistance with the program - please contact  
Al Mc Milin (406) 444-4436, Colet Bartow (406) 444-3583 or Kris Goyins (406) 444-0729.

The Menu bar at the top of the screen is viewable from all pages

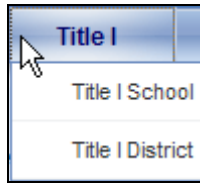
- **Return to Home** from any page will return you to this screen.
- **Instructions** opens a new window and contains links to useful documents
- **Title I** - **If your district and/or school is a Title I district or school, you need to start the process by clicking on Title I and follow the instructions.**
- **5 Year Plan Process** lists the steps you should take to complete your plan.
- **Reports** allows you to print your reports to PDF
- **Logout** allows you to exit the system when you are finished working for the day.

## Instructions for Completing Five-Year Comprehensive Education Plan

**Note:** The "blue bars" throughout the site are buttons that take you to other screens.

Go to Data Sets

- Title I menu



Depending on whether you are logged in as a school or a district, select the appropriate menu item. The instructions on that page will step you through both 5YCEP and the applicable Title I plan.

***If you are neither a Title I School nor a Title I District proceed directly to the 5 Year Plan Process Menu.***

### **5 Year Plan Process menu**



- **Step 1 Profile**

Complete the information regarding your school or district. **Save.**

**Note: You will need to return to this page after you have completed Step 2 and enter your district or school goals in the appropriate text boxes.**

- **Step 2 Correlate Review**

This page lists the three categories and their associated correlates. See more detailed instructions below.


- **Step 3 Yearly Action Plan**


Follow the instructions on this page to provide your goals for the year. Be sure to press **Save** when you are finished.


# Instructions for Completing Five-Year Comprehensive Education Plan

## Step 2 - Completing the Correlate Review

- Select a correlate name to view its quality indicators and access the activity buttons for that correlate.

**Academic Performance Category**  
[1-Curriculum](#)  
[2-Evaluation/Assessment](#)  
[3-Instruction](#)  
 [Category Comments and Goals for Academic Performance](#)

**Learning Environment Category**  
[4-School Culture](#)  
[5-Student, Family, Community Support Programs/Services](#)  
[6-Professional Development](#)  
 [Category Comments and Goals for Learning Environment](#)

**Efficiency Category**  
[7-Leadership](#)  
[8-Organizational Structure and Resources](#)  
[9-Comprehensive and Effective Planning](#)  
 [Category Comments and Goals for Efficiency](#)

- The activity buttons and data entry instructions are the same for all correlate pages.
- Be sure to **Save**.

# Instructions for Completing Five-Year Comprehensive Education Plan

For example, selecting 1-Curriculum under the Academic Performance Category takes you to this page:

**Category : Academic Performance**  
**Correlate : Curriculum**

**Correlate 1: The school develops and implements a curriculum that is rigorous, intentional, and aligned to state standards.**

**1.1 Curriculum**

1.1a There is evidence that the curriculum is aligned with the Montana Content and Performance Standards and includes Indian Education for All and local tribal standards if applicable. GUIDANCE: Consider how accurate IEFA curriculum is infused across all content areas and every grade level.

1.1b The district initiates and facilitates discussions among schools regarding curriculum standards to ensure they are clearly articulated across all levels (P-12), with particular attention to the inclusion of local cultural knowledge (as part of a living, constantly adopting system).

1.1c The district initiates and facilitates discussions between schools in the district in order to eliminate unnecessary overlaps and close gaps.

1.1d There is evidence of vertical communication with an intentional focus on key curriculum transition points within grade configurations (e.g., from primary to middle and middle to high).

1.1e The school curriculum provides specific links to continuing education, cultural awareness, life and career options. GUIDANCE: If applicable, consider what curriculum changes have been necessary in light of the state's Montana High School Initiative and/or the district's Carl Perkins Plan.

1.1f There is in place a systematic process for monitoring, evaluating and reviewing the curriculum. GUIDANCE: Consider the development and revision cycle to insure that the district and school curriculum is continually updated.

1.1g The curriculum provides access to a common academic core for all students. "Common academic core – that is culturally responsive and available to all students." GUIDANCE: If applicable, consider what specific steps are being taken to close the achievement gap and ensure that American Indian students have access to a rigorous, common academic core?

Press Data Set Button to see Data Set Graphs and Optional Data  
[Go to Data Sets](#)

Press Notes Button to enter Notes for the above Quality Indicators  
[Go to Quality Indicator Notes](#)

Press Comment Button to enter Plan Comments for Correlate  
[Go to Correlate Comments and Goals](#)

- Click **Go to Data Sets** to view existing graphs or to create or import your own graphs. This set of graphs will become part of your plan.

- ◆ The **Data Sets** page contains four tabs:

You are logged in as : Arrowhead Elem (District) LE1215 State Fiscal Year 2008 [Return to Correlate Page](#)

**Category : Academic Performance**  
**Correlate : Curriculum**

1. Graphs / Required Data Sets    2. Graph Your Own Data Sets    3. Upload Your Own Graphs    4. Optional OPI Data Sets

There are no datasets or graphs to show in this correlate.

## 1. Graphs/Required Data Sets

These OPI-created graphs are a part of your plan. The data is supplied from OPI databases. Some pages will not contain any pre-made graphs.

# Instructions for Completing Five-Year Comprehensive Education Plan

## 2. Graph Your Own Data Sets

This function contains empty grids for you to enter data that you would like displayed as a graph.

- a. First, enter the title of your new graph.
- b. To enter the first row of data, click the **Edit** button and name the row. Then fill in your data and click **Update** to view the graph.
- c. Add subsequent rows of data in the same way.

## 3. Upload Your Own Graphs

You can upload your own images (100 KB Max) (Allowed file types are: \*.jpg, \*.jpeg, \*.png and \*.gif.)

- a. Browse to the image you wish to upload and click Upload Image.
- b. Use the Remove button to delete unwanted images.

## 4. Optional OPI Data Sets

This function provides a list of optional graphs that you may want to include in your plan.

- a. Use the Select/Unselect button next to each graph title to add or remove it from your plan.
  - b. Scroll down past your selected graph to see the Select/Unselect grid.
- Choose **Return to Correlate Page** at the top of the screen when you have completed your graphs for this correlate.
  - Select **Go to Quality Indicator Notes** to enter any information for the quality indicator notes. **Save** before returning to the Correlates page.
    - These notes would reflect analysis of applicable data.
    - Choose **Return to Correlate Page** at the top of the screen when you have completed your Quality Indicator Notes for this correlate.
  - Select **Go to Correlate Comments and Goals** once you have set up or uploaded all of your pertinent data sets and entered your quality indicator notes. This page provides text boxes where you can detail your challenges and how you will address them for the next five years. **Save** before returning to Correlates page.
  - You can come back to any page, whether or not it has a completed checkbox, and make additional comments. Be sure to **Save** after each addition.
  - Continue to work through all correlates in each category. Select **Category Comments and Goals** for the particular category and follow instructions to complete the text boxes. Once the category comments and goals are entered, be sure to **Save**. This will result in a green circle and yellow checkmark which indicate the category has been completed.

## Instructions for Completing Five-Year Comprehensive Education Plan

### ***Step 3 - Completing the Yearly Action Plans***

Once you have all the categories complete, you will go to **Step 3 Yearly Action Plans**. Text boxes have been provided which support the required format for the yearly action plan goals. The text boxes have a limit of 7000 characters. You can copy and paste from other documents into these boxes. Be sure to **Save** any changes or additions before you exit this page.

### ***Reports***

The Reports menu gives you the option to print any of the documents you have created to a PDF format. You can save these documents to your computer.

***Note: OPI graphs will not printout as part of the reports. They can be saved as a "picture" to your computer and are then available for your use. Any graphs or charts you upload will print out.***